

TraCS Steering Committee Agenda
February 10, 2009
AST Headquarters, Anchorage
Teleconference: 800-315-6338 code 8532

Attendees:

- Ulf Petersen, CVE
- David Monroe, CTG/DOT/AST
- Kat Peterson, AST
- Lance Ahern, DPS
- Bruce, Richter, AACOP
- Carl Gonder, DOT
- Greg Browning, Juneau PD
- Bob Griffiths, CFS
- Kerry Hennings, DMV
- Maxine Andrews, CFS
- Diane Schenker, Courts
- Joanna Bradford, AHSO

On Phone:

- Katie Johnson, AK Railroad

Meeting commences at 1:00 pm.

I. Introductions

Greg Browning -

- I would appreciate it if each participant would introduce themselves giving their agency, their role in the agency and then spend a minute or so summarizing the challenges we face regarding TraCS from your perspective.

- A. Carl Gonder– The challenges facing us this year are starting to implement TraCS, and creating a user group meeting. The *biggest* thing is getting some plan together to get a user group meeting planned for sometime this fall. We need feedback from people. We shouldn't start *after* it's out in the field, but *now* before it goes out into the field.
- B. Bruce Richter– attending for AACOP
- C. Lance Ahern – agrees with Carl. The major issues are with deployment and applications, back end of the database, state issues and state deployment. It would be great to have an annual user group meeting

- D. Kerry Hennings – just put in a grant for CDL and included \$25,000 for a user group meeting
- E. Dave Monroe, CTG – is a contractor for consulting, and has worked on the back end, and addressed security risks
- F. Kat Peterson – Agrees with Carl and Lance. One of the most pressing issues is getting the citation pilot out to be tested. We need to try to get everyone up to speed.
- G. Greg Browning – The printers have not been ordered yet, and we don't know who will be paying for them. We need to determine where the funding will come from. We can use a portion of the TraCS funds for AACOP printers. We need to get them ordered as soon as they can
- H. Ulf Petersen – In his agency they have been operational with the TraCS pilot for 3 years. The system performs flawlessly, but there are some issues. Everyone is very happy with it. They have selected two officers to get to know Version 3, and then serve as trainers for the rest of the agency. The concern we have is the speed at which the form will be deployed out to agencies. We will talk about that later in the meeting. The local agencies have difficulty in getting the forms out.
- I. Diane Schenker – We have concerns with having the background infrastructure that lies under the citation project getting up and running. The DOT project is a success, and the new improved one will spread faster. The citation form itself is great.
- J. Maxine Andrews – is working on the AACOP report for local agencies. Finished the Juneau table for CourtView.
- K. Diane Schenker – Maxine has done a fabulous job, and is very appreciated
- L. Bob Griffiths – is contact support to AACOP.
- M. Katie Johnson – the AK Railroad was going to be one of the testing agencies, but possibly things have changed.
- N. Ulf – To refresh our memories. There was an offer at one time for the AK Railroad to be a training agency. AACOP has now come in, and it is no longer up to the local agencies to deploy and then train other agencies. This is now an AACOP decision. To support smaller agencies like the Houston PD that only has one officer.
- O. Katie – we are here and can assist if we are needed, to get the form out and have it tested in the field.
- P. Greg Browning – It is a new challenge to be the Chair and also as AACOP's representative. AACOP believes that TraCS is a great opportunity for Alaska, and to give local agencies assistance across the state. It is a good system, and we have good faith in

it. We want to get it implemented, and we are frustrated at the time that it is taking to do this. Want to get this accomplished as soon as possible.

II. AST – Progress Report

- Stan Herrera and /or Kat Peterson

A. Kat Peterson

- 1.) Beta testing for TraCS 10 is still on track. We don't have a copy of the beta version yet, but we are still working on getting the citation tested in version 3. In places that have used TraCS in the past like Juneau, Fairbanks, Wasilla, DOT, we are making progress to get it implemented as soon as TraCS 10 is available. We haven't checked with Fairbanks to see if they have their printers yet. Check with Eltron to find out about printers. I have talked with the Eltron representative, and they still have some on the shelf. www.eltron.com.
- 2.) We did the training in the Wasilla police dept, and DOT, and most have a good understanding of the new citation form. They are getting up to speed with TraCS 10. There are some issues with starting the use of the TraCS 3 version

B. Diane Schenker

- 1.) We need the courts formal approval to put TraCS version 3 in the pilot
- 2.) User agreements – We don't think we have to have that completely in place for the pilot. But when it goes beyond the pilot we need to have these user agreements
- 3.) Offense table management - Offense code has us well on the way. We need to get it dumped into CourtView. Make a list of open issues on the offense code table. Need to talk with Maxine about this. We erred on the side of putting less in, and then see what happens. There will be some tweaking involved.
- 4.) The printers need to be deployed
- 5.) And then updating everyone's files with a new number –

C. Kat – It is called a **def file**, once we get the new offenses, and then they are uploaded into the file, it will run all together. We will need to put it in DOT also so they can upload theirs. We need to update everyone's computers. It should be painless, but it does have to be done. Correct forms with the correct offense table in it

D. Diane – should your offense table change, we can put a process in place to stay updated but we need to know when things change. This is not much of a problem with DOT Commercial Vehicles, because they don't have a lot.

E. Kat – we don't have an electronic signature set up yet.

- F. Greg – it will still need to be printed and signed
- G. Diane – the security and infrastructure issue. There needs to be more to it than that for an electronic signature. There are security issues. We need to take precautions to prevent fraud. They will still need to be printed and signed until there is electronic signing. It is not burdensome, but it still needs to be done. We hope we are getting close, but we are not there yet
- H. We also need to think about how and when a ticket gets stored
- I. Kat – It gets downloaded onto a server then they can use it. Once we get passed the pilot stage we need to think about this
- J. Diane – the clerks will need to become familiar with a TraCS ticket to sign them. Give them a heads up.
- K. Kat – We will keep moving forward while we are getting TraCS 10 up.
- L. Diane – as soon as they start using it, we will need to sit down with a template. There are policy issues for the steering committee. As a condition of using TraCS, they have to do duplicate entry in to APSIN. It is strictly tied to the court's workload. DMV dispositions flow over from CourtView to APSIN and ALVIN. This affects the local depts., DPS, and DMV. As an example, APD has a user agreement with the court, every officer has to sign saying that they understand the rules, and someone has to manage that. Not a big deal, but there are a bunch of issues between the court and DPS, who is the source of a bunch of these tables used to populate the tickets. Right now the court is the source of the offense table. It is not as simple as you might think. Some agencies call themselves different things which ends up on the top of the ticket
- M. Carl – what I've heard Diane say, with the user agreement, the user agreement will be an effort as a subset of the deployment of TraCS. This is indeed part of the deployment issues with TraCS.
- N. Kat – The printer model numbers are Pentex Pocket Jet 3 Plus

III. AACOP – Progress Report

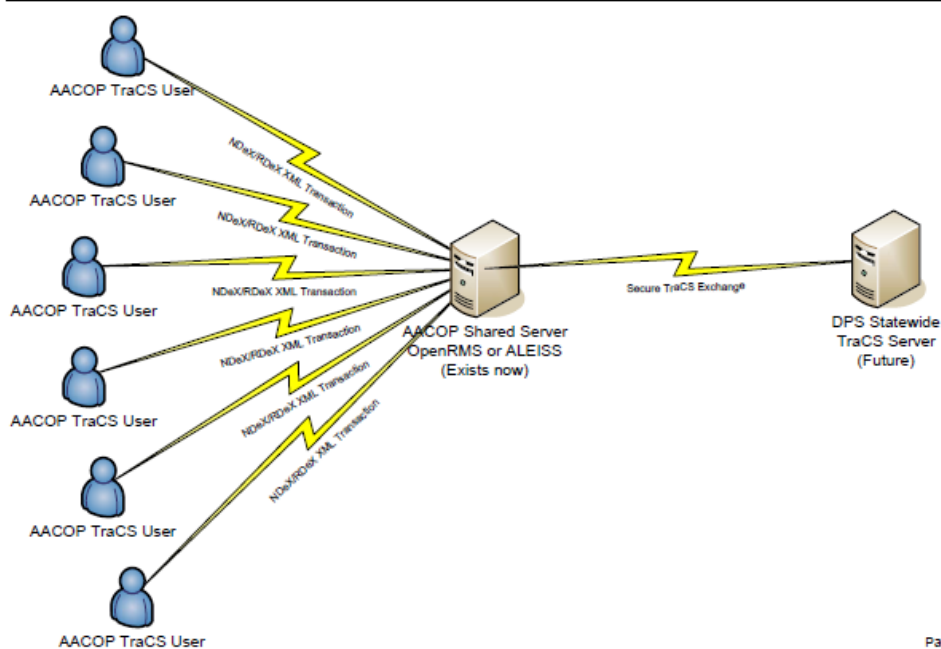
- Greg Browning and Bob Griffiths
- A. Greg – We are still behind on the project. We have had to re-apply for the highway safety grant. Chenega is the contractor. We have talked about the goals and objectives for the next year.
- B. Bob – we were off task for most of October through January. But now we are back on task. There are draft user agreements to serve as a starting point. They were crafted by NY and others to incorporate a lot of the key elements. They are on the web site.

Mandatory APSIN may be an issue for the smaller agencies, because they are not all connected to APSIN. We need to address this.

- C. Kat - even Houston goes through Wasilla PD. The smaller agencies usually call larger agencies for the info.
- D. Bob – when it comes down to data entry, it could be more of a sticky issue
- E. Kat – with the APSIN entry, if the stuff is not getting entered into APSIN, offenders could be still out there who shouldn't be. Then one clerk could be getting stuck doing hundreds of entries all at once, sitting on tickets that shouldn't be.
- F. Bob – Joanna analyzed 2006 crash stats by law enforcement agency to help figure out who to prioritize this project with. AACOP has asked for a modification of the work agreement to acquire for them three printers and three scanners to get an agency started. And then as they get started, they can get their own grants. AACOP has also asked us to look at supporting or at least evaluate utilizing AACOP's own information system concept. On a smaller agency that does not have a server, it would be their own laptop, and a larger agency would have their own server. This allows for error checking. When the DPS gets a server in place, we can get them all together. If it's feasible and if the steering committee agrees to go ahead and do this, we can get it up and running. So everyone who uses TraCS will have access. This is the concept afloat; it will get data to agencies more quickly while waiting for the DPS server.

AACOP Regional Server Concept

Tuesday, 10 February, 2009

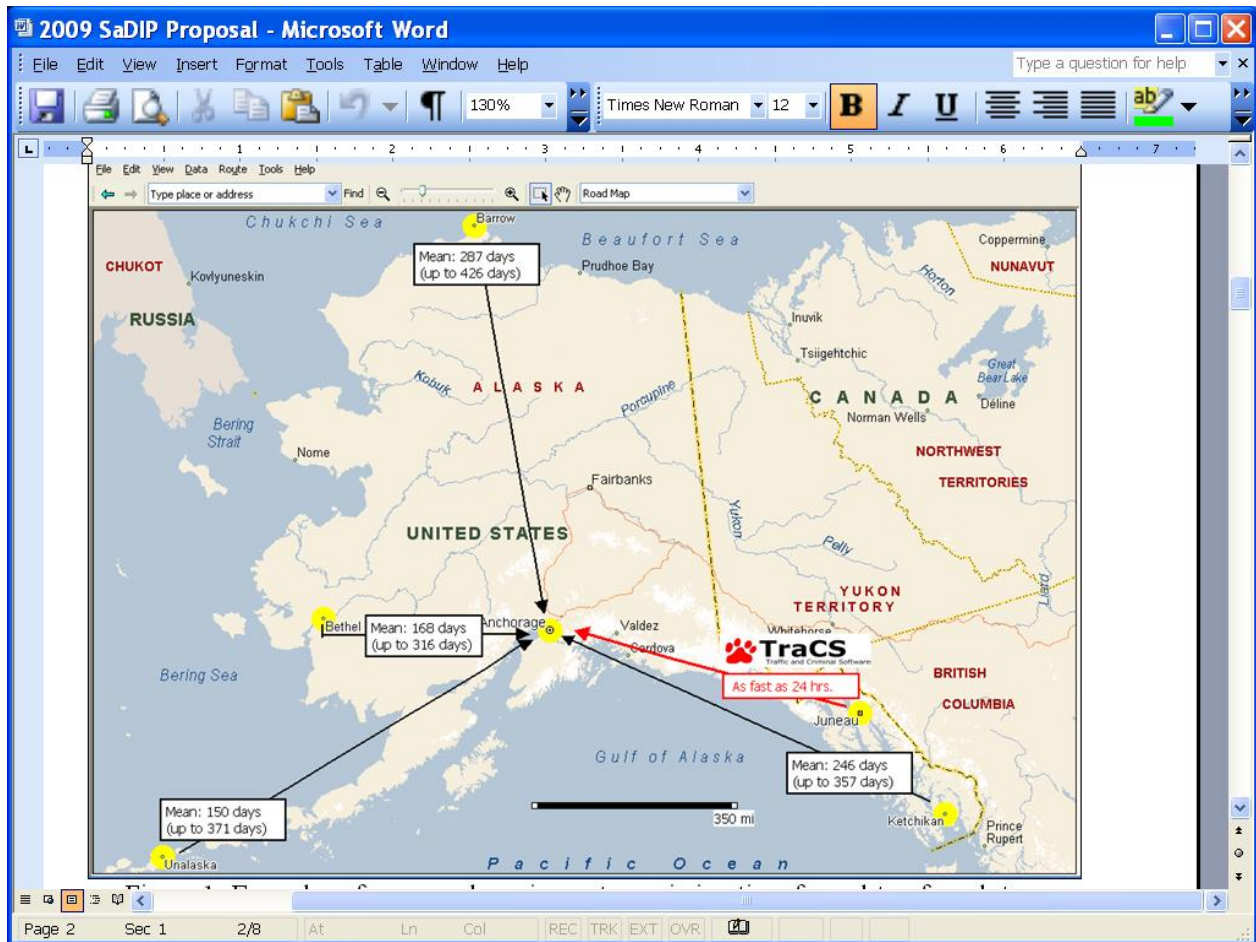


- G. Lance – We should look at fully costing this out as a possible transition strategy
- H. Bob – getting data from point A to B, is one thing. Getting it from B to C is different. This is part of the analysis. What AACOP has asked us to look at and asked DOT to see if it is what DOT wants to do with the money.
- I. Ulf – currently DOT transfers into a central server. It works well.
- J. Lance – but these are all state people to a state server. This is more about getting all the different non-state servers to share the data. It is different because it is not all one agency, but many different agencies without a common identification system.
- K. Bob – they do have to authenticate to access the current systems. But the biggest challenge is how does DPS know who has the authority to use the system. This will require an authentication for the user. We are hoping to simplify some of DPS's requirements to deal with the challenges
- L. Lance – If we put a terminal server in front of the shared server, it will allow us to simplify all the data management issues.
- M. Bob – one of the issues is management systems are not communicating and we don't want an issue where one crash is getting input in many places. I am looking forward to talking with CTG to work on a collaboration to get data useable in a centralized way.
- N. Greg – I wonder how it gets into a local agency. If it goes into TraCS, then it goes to the central server, how does it get back to the local office? This is another issue. It has to work both ways.
- O. Diane – why do you need your citations typed into the RMS? If you know where the record is stored, do you need it in the RMS?
- P. Greg – for statistical purposes, and we want to log onto the RMS and find stuff, without having to go through hoops. If an officer logs into the system, they want to see right away if there have been contacts with a person
- Q. Kat – what you have in TraCS you'll have ready for the officer. It is easy to log onto TraCS to find statistics.
- R. Bob – our hope is to leverage off what other states and agencies are doing.
- S. Kat – You can't go that far. TraCS 10 is built very different.
- T. Diane – now you have to look into your own RMS, and then you'll have to check APSIN. So can we get out of having to put in each place if we just go to TraCS?

IV. New CVE Grant

- Ulf Peterson

- A. The Federal Motor Carrier was advertising a \$3 million grant available, and they have been most generous in the past. We can do a bunch of things with it. Improving the quality or timeliness or something to improve data quality. It has funded the development of the 12-200. Last year we didn't apply. We started looking at crash data, looked at how long it takes for crashes to reach us. Looking at North Slope PD, the mean submission time was 287 days from crash to submission. In Ketchikan it was 246 days with up to 357 days. In these places, the crash reports go to the DMV first and then to the agencies. The Federal government wants only 90 days! States get marked on a map and coded for their timeliness. Alaska is RED. We are not happy. But this is an opportunity for AK to bring in more Fed money. In Unalaska, DPS submit a mean of 150 days with up to 371 days. When doing the TraCS form in Juneau, we got a TraCS form within **24 hours**
- B. We looked at this and there is only one solution, which is to get TraCS out there so it replaces the paper copy. Then everyone gets a copy as soon as everyone else. There are only \$3 million for 50 states, and there are only 10 awards. Don't get your hopes up, but we may have a 20% chance. But we have applied this year and perhaps we have a chance. The money would go to local agencies (passed through AACOP) and they would get equipment, hardware, and money for a contract manager for AACOP to work on this project. The only condition is that AACOP would commit to serve our needs. Cooperation with the agencies. Everyone benefits from it.
- C. One issue to remember is that perhaps these agencies might not even want it in the first place, though. Just keep in mind that just because we come with money and try to give them an update to the 21st century, they might not even want it. They may have their own systems too. The Feds will make up their minds in May, and then Ulf will tell us an update.



V. Agency User Agreements

- Diane Schenker

Covered this earlier (See II above)

VI. Juneau Courtview Conversion

- Max Andrews

Covered this earlier (See I, J above)

VII. Offense Code Filtering

- Diane Schenker

A. Diane – For example, a Juneau police officer will not want to see Fairbanks offenses etc. Is anyone going to filter this out so that they get only what they want?

B. Kat – yes this is worked so that they won't have to scroll.

VIII. Easy Draw Enterprise License

- Carl Gonder

- A. Carl – started about a year and a half ago to define what user's want as a web-enabled version of the 12-200. The contractor went bankrupt and left in September. The users were enthusiastic about Easy Street Draw. Because of the delay, it will take awhile to get development restarted and the application completed. Carl now has electronic TraCS on his computer
- B. Kat – but it needs a license
- C. Carl – those of you that were going to go to TraCS don't have to pay a lot of money to go to TraCS. Carl paid for it. He will budget for maintenance for the first two years. But we don't have it when it is finished. We will need to go and get it again. He converted what he had to meet TraCS needs.
- D. David – Are there limitations? Having an Enterprise license can mean a lot of things
- E. Carl – can put it on a server and give a police dept. a URL to download it, and the police dept. will then download it and put it on their machines.
- F. Ulf – our IT people don't want to do this because it will cause problems and they don't have the time to do it. Did not want to fight people on this
- G. Carl – the plan right now is that we have it on a CD and then this committee can figure out how to disperse this.
- H. David – depending on if it's AACOP or whoever is doing it when it goes out, it can go out with TraCS all at once.
- I. Carl – so it's a freebee for a couple of years anyway

NOTE: Carl, Ulf, and Kat installed and tested Easy Street Draw in TraCS after the meeting with no problems noted.

IX. Implementation / Strategic Plan? Status?

- Group discussion

- A. Greg – a strategic plan for TraCS. Do we need to develop this?
- B. Ulf – things have changed, and now AACOP has much more of a strategic interest
- C. Greg - we need to make sure that we are not duplicating things and going across purposes.

- D. Lance – we need a TraCS strategic plan
- E. Diane - agrees. Even just a list or a roadmap
- F. Carl – My recollection of that initial meeting was that TraCS was a project that DPS was going to use, and at that point DPS would start working on the support. We talked about a strategic plan at that time. DPS had the ball because they were the only game in town at that time. Now AACOP is a player, and so I'm not sure how much progress DPS ever made on that plan, but now I'm not sure who is going to do this. There is a potential change in the users, and it should be a group effort.
- G. Kat – the implementation plan has changed when we decided to go with TraCS 10 instead of TraCS 3.
- H. Carl – we didn't even know what we'd need for version 7.
- I. Greg – so do we need one? A strategic plan?
- J. Carl – It is probably stuck right now and someone needs to get it started
- K. Diane – maybe we should get an outside person like a consultant to facilitate a discussion to help us create an outline. These can be helpful
- L. Greg – we need to decide if this is worth it. Sometimes we can do too much planning and not enough implementing.
- M. Lance – we have a draft plan that's pretty far along. We can look at this and then we can talk about it
- N. Greg – if we email this around, then we can talk about it at the next meeting. But I don't want to spend a lot of time money and effort.
- O. Maxine – send it around and everyone can put in a comment and send it to the next person
- P. Lance will email it to Greg and he will send it out to everyone.
- X. Meeting frequency and next meeting?
 - o Greg Browning
 - A. Greg – how often do we need to meet this year? I can't do the same days as the currently scheduled ATRCC meetings because of a previous conflict
 - B. Joanna – It is on the agenda for tomorrow's ATRCC meeting

- C. Ulf – the frequency of the meetings can be either once a month or whatever is adequate.
- D. Carl – if we don't meet on a regular basis, we can get off track.
- E. Maxine – How about quarterly?
- F. Greg – How about every other month. We'll wait for the ATRCC to decide on their dates, but perhaps the next meeting could be in April.

XI. Last minute Items:

- A. Kerry – are we as a group going to do a coordinated effort for a for the highway safety grant funding? Last year it was in April and then it had to go through the ATRCC. We have to get it to the ATRCC in April. Highway safety is the only group that can get the back end done
- B. Diane – if we had a strategic plan and a list of things, then we can get this done
- C. Carl – this group has to recognize that if we don't get a grant request in by the first of April, then we've lost a year. We have a limited time window now to construct a grant request.
- D. Diane – should we recommend to ATRCC to look at this?
- E. Lance – we have a contractor lined up to do TraCS 10, but we should get a letter from the TraCS chair to the national TraCS group that this person is authorized to receive the beta version of TraCS 10
- F. Carl – usually what happens is the TraCS person goes through the TraCS coordinator. Carl is the TraCS coordinator.
- G. Lance – the issue is that it is a short time frame; and AK was not included in the past.
- H. Carl – there is a national meeting in March and we will get an update and the policy is that they are happy to give beta but only as evaluations.
- I. David – they haven't responded when he asked for the beta.
- J. Carl – send me an email to forward on and ask for the beta for evaluation purposes.
- K. Greg – has the TraCS committee been the recipient of a grant in the past?
- L. Diane – no, but we can recommend a grant to go to an agency
- M. Greg – in order to receive funds, you have to be a nonprofit, etc. This grant is due April 1st?
- N. Kerry – it is 408 money

- O. Ulf – 408 is traffic records. At some point the ATRCC chair will call a meeting and go over all the 408 funds.
- P. Carl – I think there is another grant deadline, somewhere in May or early June
- Q. Ulf – I think the AHSO has an internal grant deadline
- R. Carl – the ATRCC has its ranking and everything has to be ranked. And the AHSO has to tell NHTSA which funds to use.
- S. Ulf – why can't we just submit a grant application to AHSO?
- T. Kat – one of the issues is that DPS has to not be vague and say exactly what will be done with the money
- U. Ulf – maybe we can stress that time is of the essence
- V. Carl – what about the costs of implementing Bob's plan. Submit a grant to do this?
- W. Bob – we'll know later in a few weeks if we have the money to do this
- X. Carl – we will lose a year if we don't do something now. It is hard to think that this group will not want to put in a grant request.
- Y. Greg – AACOP could do this.
- Z. Carl – the ATRCC is charged with ranking regardless of where the money is coming from. The ATRCC has to rank the grant proposals. It has to be in the ATRCC's strategic plan that goes to NHTSA
- AA. David – the strategic plan. Until we have a strategic plan, we can't look for money until we know what to do with it. Then we can apply this to what we need money for.
- BB. Diane – after working with government agencies, we don't always need to be logical about it. Sometimes you get the money prematurely and then back into it later. There usually isn't time to plan. You don't want to give money back and deprive someone else who could use this money.
- CC. Maxine – if we have a strategic plan, then that is bonus
- DD. Diane – the strategic plan focused on traffic at first because the money came from Transportation. But that's just where the money came from. We could have things with other than transportation things, and put in criminal stuff too, but it won't be all that strategic
- EE. David – at least put something together and figure it out later

- XII. List of action items as a result of this meeting
- Group
 - A. Lance will email Greg the draft strategic plan, and Greg will send it out to everyone for comments
 - B. Maxine will look up printers (Kat says go with the 200, it is cheapest, and the scanner is 4810)
 - a. Kat - If these scanners are not from Eltron, make sure they are TraCS compatible. Eltron does this for us, so anyone else will have to check and adapt.
 - C. Bob will send out a draft MOU
 - D. Maxine will plan for the user meeting with Carl (might shoot for mid-Sept.)
 - a. Kat – if we wait until mid-Sept we won’t get anyone but local users
 - b. Kerry – it would be better in May, but she didn’t get a good feeling about this
 - c. Kat – The question is how to get people to the training. The money is spent, and everyone is cutting back
 - d. Diane – maybe this is a time to tell each agency that if they want to use TraCS they will have to spend the money to send someone.
 - e. Carl – what the NY state PD does, is fund it completely with a grant from the highway office.
 - f. Can AHSO get a grant to fund the user conference?
 - g. Kat - right now the hiring freeze is not letting anyone travel.
 - h. Maxine - Maybe next year then
 - i. Kat - Perhaps December will be better, people may know by then.
 - j. Maxine – I don’t want to put in a lot of time in creating it if no one can come
 - E. Greg - Marketing efforts for TraCS
 - a. Carl – has brought NY state police up here before.
 - b. Kat – sometimes people forget what it is
 - c. Maxine – we need to keep it out there
 - d. Diane – build on that pilot
 - e. Greg – we need to keep the word out
 - f. Kat – it is now in their FAQs about changing forms, and it mentions TraCS
 - g. Max will look into a demo at APOA conference

Meeting adjourns 3:15pm